

TRAINING OFFICER I
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: May 29 & 31, 2001

Collective Bargaining Identification: V01

Job Analysis Conducted By: Marian Dilley, Staff Services Manager I
Fred Freeman, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position
Report dated March 30, 2001, there are 4 incumbents in
this classification.

Subject Matter Expert(s):

| | |
|----------------|--|
| Nancy Neiland | Training Officer, Correctional Training Center |
| Susan Murray | Staff Services Manager I, Correctional Training Center |
| Mary Wakefield | Staff Services Manager I, Correctional Training Center |
| Carol Avansino | Staff Services Manager I, Personnel Examining Section |

The above subject matter experts remained the same during the entire job analysis process.

INFORMATION GATHERING **TRAINING OFFICER I**

The tasks and knowledges, skills, and abilities statements for this job analysis were developed from:

- State Personnel Board Class Specification
- Duty Statement
- Consulting with Subject Matter Experts